



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

March 26, 2014

To: Agency Providers in the Community Options Program

From: John S. Wilson, Program Manager
In-home Supports Assurance System (ISAS)

Re: Missing Time Request Due Date – IMPORTANT

Missing Time Request Due Date

Effective April 1, 2014, missing time requests are due two business days after the end of each month for any services performed during the previous month. The schedule for the remainder of the year appears in the table below for your convenience. Submissions not in accordance with this guidance will be **rejected**.

Month Services Performed	Date Missing Time Request Due (11:59 p.m. Eastern)
March 2014	Wednesday, April 2, 2014
April 2014	Friday, May 2, 2014
May 2014	Tuesday, June 3, 2014
June 2014	Wednesday, July 2, 2014
July 2014	Monday, August 4, 2014
August 2014	Wednesday, September 3, 2014
September 2014	Thursday, October 2, 2014
October 2014	Wednesday, November 5, 2014
November 2014	Tuesday, December 2, 2014
December 2014	Monday, January 5, 2015

For questions or concerns, please contact dhmh.isashelp@maryland.gov.